



## AUDITOR VACANCY ANNOUNCEMENT

**Federal Election Commission**

**ANNOUNCEMENT NUMBER:** 07-052

**OPENING DATE:** July 5, 2007

**CLOSING DATE:** July 27, 2007

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**TITLE, SERIES, AND GRADE**

Auditor, GS-0511-7/9/11/12/13

Salary \$37,640 to \$103,220 per annum

Full Performance Level is GS-13

**VACANCY LOCATION**

Federal Election Commission

Audit Division

Washington, DC

**AREA OF CONSIDERATION:** Applicants will be accepted from U.S. Citizens.

**ABOUT THE FEC**

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency, we are committed to modeling the best public and private sector practices. We are actively engaged in reaching out to various entities as we identify benchmarks for our future state. We are refining our structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. We are committed to ensuring that our human capital management processes make us an employer of choice, both within and outside of the public sector. Additionally, we are committed to ensuring that our annual information technology budget goes toward significantly improving our ability to serve citizens and that our systems are secure. And, finally, we are committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, we are committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results.

The six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act. They generally meet twice a week, once in closed session to discuss matters that, by law, must remain confidential, and once in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and generally alternates between the two political parties.

The FEC has approximately 400 employees and an annual budget of approximately \$60 million.

**MAJOR DUTIES**

The incumbent serves as an Auditor in the Audit Division at the Federal Election Commission (FEC). The FEC's mission is to administer and enforce the Federal Election Campaign Act (FECA) - the statute that governs the financing of federal elections. The Division audits those committees that have not met the threshold requirements for substantial compliance with the law. The Division is used in the Commission's investigations of complaints. The Division's responsibilities also include the Presidential

public funding program. The Division evaluates the matching fund submissions of Presidential primary candidates and determines the amount of contributions that may be matched with federal funds. As required by law, the Division audits all public funding recipients and reports.

The incumbent participates in comprehensive audits of campaign finance organizations consisting of the systematic examination and appraisal of complex financial records, financial and management reports, management controls, and policies and practices affecting or reflecting the financial condition and operating results of an assigned issue area. He/she performs assigned financial examinations and evaluations. He/she provides audit assistance to higher level auditors, and as a member of an audit team, conducts audits in financial and operational areas during regular and special audits. Travel is required in this position to participate in audits conducted outside the Washington, DC metropolitan area. Audits out-of-state may be up to 3 to 4 weeks in duration.

### **QUALIFICATIONS CRITERIA**

The Qualification Standards Handbook for General Schedule Positions, which is available in most Federal personnel offices, will apply. U.S. citizenship is required. All applicants must meet the basic requirements outlined below:

- A. Degree - a degree in accounting or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 semester hours may include up to 6 hours of credit in business law; OR
- B. Combination of education and experience - at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following: 1) 24 semester hours in accounting or auditing courses (up to 6 semester hours may be in business law) of appropriate type and quality; OR 2) A certificate of Certified Public Accountant or Certified Internal Auditor, obtained through written examination; OR 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirements of paragraph A, provided that (a) the applicant has successfully worked at the full performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's training and experience fully meet the specified requirements.

**In addition to meeting the above basic requirements, applicants must meet the requirements below for specific grade levels.**

**GS-7** - In addition to meeting the basic requirements as described above, applicants must meet one of the following requirements:

- A. Have successfully completed one year of graduate level education directly related to the work of the position; OR
- B. Possess one year of specialized accounting/auditing experience equivalent to the GS-5 level that included performing a variety of tasks designed to provide experience in the practical application of accounting and auditing principles, procedures and techniques; OR
- C. Meet Superior Academic Achievement Criteria. To be eligible for Superior Academic Achievement applicants must have one of the following: Ranked in the upper 1/3 of the graduating class in the college/university at time of application; OR A "B" or better average (GPA) of 3.0 or higher out of a possible 4.0 based on the average of all completed undergraduate courses, or all undergraduate classes completed during final 2 years; OR A "B+" or better average (GPA) of 3.5 or higher out of a possible 4.0 based on the average of all completed undergraduate courses in the major field of study, or all undergraduate courses in your major field of study completed in final 2 years; OR

election to a national scholastic honor society that meets the requirements of the Association of College Honor Societies other than freshman honor societies. Note: Grade point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. Courses currently being taken will be considered in meeting GPA requirements.

**GS-9** - In addition to meeting the basic requirements as described above, applicants must meet one of the following requirements:

- A. Two years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree in accounting or a related degree; OR
- B. One year of accounting/auditing experience equivalent to the GS-7 level. In order to be considered qualifying, specialized experience must demonstrate that the applicant has participated in the carrying out of portions of audits that involved the use and understanding of professional accounting and auditing theory, concepts, and practices.

**GS-11** - In addition to meeting the basic requirements as described above, applicants must have one year of programs and operation through several phases of the auditing cycle (i.e., planning, executing and reporting).

**GS-12** - Candidates must have completed one full year of service at the GS-11.

**GS-13** - Candidates must have completed one full year of service at the GS-12.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** The following factors (Knowledge, Skills and Abilities, i.e., KSA's) are needed for you to be successful in the job. You should address each one individually in a separate narrative. If the KSA's shown in your application package indicate that you are among the best qualified, your application will be referred to the selecting official. Please limit your responses to 2 single-spaced pages for each KSA. Responses longer than 2 pages may not be considered. Please be precise and specific. Failure to submit your narrative responses to the KSA's for this job may negatively affect your eligibility and/or rating for this position.

**For the GS-7/9 Level:**

- 1. Ability to learn and apply laws and related regulations, rulings and procedures to accounting or auditing work.
- 2. Ability to apply auditing procedures to financial investigations.
- 3. Ability to plan and complete segments of audit examinations.
- 4. Ability to write clear, comprehensive report segments and complete reports covering non-complex examinations.
- 5. Ability to meet and deal tactfully with other professionals.

**For the GS-11 Level:**

- 1. Demonstrated ability to perform audits and/or financial investigations related to enforcement of Federal laws, regulations, ruling and procedures.
- 2. Knowledge of generally accepted accounting principles and ability to apply advanced auditing procedures and investigative techniques to complex audits and financial investigations.

3. Ability to plan and coordinate financial investigations that may involve multiple business entities and/or individuals.
4. Ability to orally articulate audit findings and procedures to lay persons and demonstrated ability to prepare audit reports that are clear, concise, objective and meet prescribed standards.
5. Ability to meet and deal effectively with other professionals.

#### **For the GS-12/13 Levels:**

**SELECTIVE FACTOR (Applicants should address this selective factor in their application or cover letter. This experience is part of the minimum requirements for the position, and applicants who do not meet it are ineligible for further consideration.):** Applicants must have demonstrated experience of at least 5 years in performing auditing work such as planning, conducting, and/or leading financial and/or administrative audits. Accounting experience, in itself, is not qualifying if it does not include actual audit experience including developing audit findings with condition, criteria, cause, effect and recommendations.

#### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

1. Demonstrated ability to perform as the Auditor-in-charge on audits and/or financial investigations related to enforcement of Federal laws, regulations, ruling and procedures.
2. Knowledge of generally accepted accounting principles and ability to apply advanced auditing procedures and investigative techniques to complex audits and financial investigations.
3. Ability to plan and coordinate financial investigations that may involve multiple business entities and/or individuals.
4. Ability to orally articulate audit findings and procedures to lay persons and demonstrated ability to prepare audit reports that are clear, concise, objective and meet prescribed standards.
5. Ability to meet and deal effectively with other professionals.

Each applicant is required to submit a comprehensive narrative statement that addresses the Knowledge, Skills, and Abilities (KSAs). Applicants who do not submit a supplemental narrative statement that addresses these factors will be ineligible for further consideration. The supplemental narrative statement should address the necessary level of skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance at this level.

#### **HOW YOU WILL BE EVALUATED**

Each applicant is required to submit a comprehensive narrative statement that addresses the Knowledge, Skills, and Abilities (KSAs). The supplemental narrative statement should address the necessary level of skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance at this level.

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Knowledge, Skills, and Abilities (KSAs), as outlined above, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

Applicants may be requested to furnish written references from individuals familiar with his/her

qualifications.

### **CONDITIONS OF EMPLOYMENT**

This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

This is a bargaining unit position.

All standard government benefits program apply. Additional information on benefits for Federal Election Employees can be found at [www.opm.gov/](http://www.opm.gov/) job seekers.

Relocation expenses will not be paid.

The applicant selected may be subject to a full background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

Selectee will be required to complete Form I-9 per the Immigration and Control Act, the Declaration for Federal Employment, OF-306, and applicable background investigation forms.

FEC work areas are smoke-free.

### **HOW AND WHERE TO APPLY**

**All applicants must submit the following materials by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.**

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:

- a. Vacancy Announcement Number and Position Title
- b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
- c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
- d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy.
- e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.

2. Narrative statement that addresses each Knowledge, Skill, and Ability.

3. As applicable, Standard Form 50 (Notification of Personnel Action) that verifies career status.

PLEASE SEND YOUR APPLICATION PACKAGE TO:

Applicants may apply email at [fecjobs@fec.gov](mailto:fecjobs@fec.gov). The subject line must contain the announcement number and the applicant's name. You should fax supplemental information ONLY (include your name and announcement number) to 202-219-3588.

Applications/resumes submitted via mail must be received in the FEC HR Office by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

We recommend using a courier or registered mail service, and applicants are strongly encouraged to apply via email. The mailing address for packages is:

Federal Election Commission  
Office of Human Resources  
999 E Street NW, Suite 500  
Washington DC 20463

For additional information, call 202-694-1080.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.